



Title:	Coordinator for AIG Instructional Programs
Reports to:	Director of Exceptional Children and Associate Superintendent of C & I
Terms of Employment:	10 Months
Salary:	NC Teacher State Salary plus Local Supplement

Qualifications:

- NC Teacher Licensure with AIG Certification

Duties and Responsibilities:

- Assists the Director in developing a comprehensive plan for delivery of AIG services within the district. The planning would incorporate appropriate goals, implementation strategies, evaluation procedures and adequate time lines
- Assists in monitoring DEP implementation in classrooms
- Observes instruction as well as plans with teachers and provides demonstration lessons as requested
- Ensures compliance with state laws and rules
- Assists with screening, selection and placement of personnel when appropriate and is responsible for helping develop appropriate in service programs for staff improvement
- Communicates effectively within the school system and community and may serve as liaison between the school system and local, state and federal agencies and other related personnel when appropriate
- Provides input along with the Program Administrator in developing program budget. Assists in maintaining accurate, up-to-date inventories and preparing records and reports
- Demonstrates professional ethics, shows evidence of planning and accomplishing professional growth objectives and applies leadership skills effectively